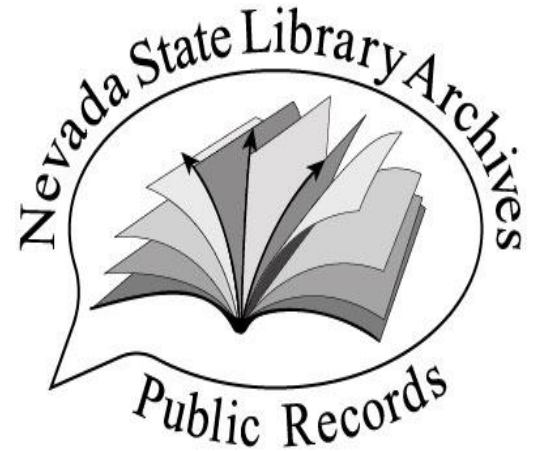# Nevada State Library, Archives and Public Records
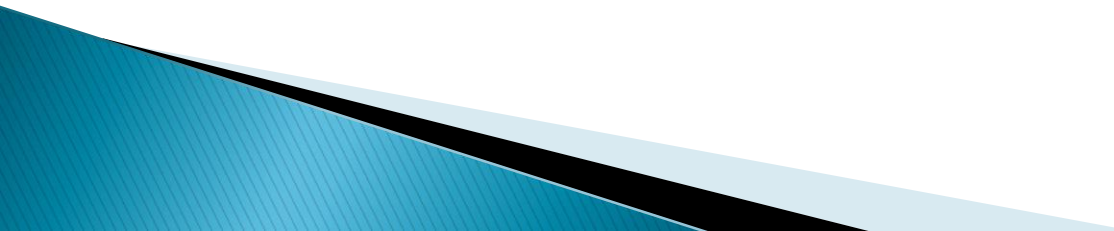
division of

DEPARTMENT OF ADMINISTRATION

2016 LSTA Grants Implementation & Budget

Donna Alexander, LSTA Coordinator
Library Planning and Development
Nevada State Library & Archives
October 2016

Today's Agenda

- Short Review
- Implementation
- Budget
- Application Review
- Submitting the Application
- Q & A

LSTA Review (1)

- ▶ Federal Program
  - ◦ State based – NV LSTA plan

- ▶ Annually funded by Congress

- ▶ Annual Grant Cycle
  - ◦ Proposals (are in & have been approved)
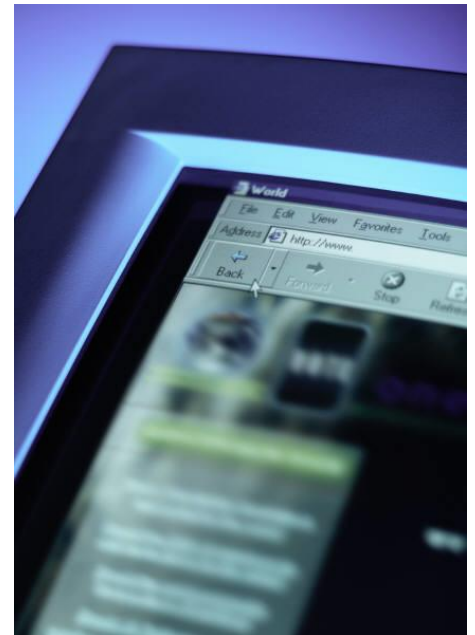 - ◦ Applications are due by 5pm Nov 21st either by email AND originals must be postmarked by November 21st.

LSTA REVIEW (2)

- **Grant Revisions:**
  - November 28th end date for NSLAPR Internal review

  - December 12th Revisions due to NSLAPR

    ◦ January25th & 26th State Council on Libraries and Literacy final review/recommendations to Library Administrator who decides which programs should be funded.

Grant Training

- Need, Target Audience and Plans
  - Webinar – Oct. 6th
- Evaluation & Outcomes
  - Webinar – Oct. 13th
- Final Thursday Webinar – Today
- Webinars Archived
  - NSLA's YouTube Channel

LSTA Timeline

- October 2016 — Required webinars
- Nov 21, 2016 — Applications due – NSLAPR
- Nov 28, 2016 — Completion of NSLAPR review
- Dec 12, 2016 — Amended Applications due to NSLAPR
- Dec 21, 2016 — Applications submitted to SCLL
- January 25–25, 2016 — State Council mtg
- March 2016 — Federal budget?
- April 2016 ? — Award Notification?

Questions?

Implementation

The How…

Implementation = Plan of Action

- Detail of activities that will lead to accomplishment
- Task oriented and specific
- Includes all steps
- Identifies personnel
- Publicity

Specifically

- **Who** will be involved?
  - project staff – position
  - target group
- **What** activities will take place?
  - connect to need/opportunity
  - provide detail
- **When** will each step take place?
  - include timeline
- **Why** is this approach being used?
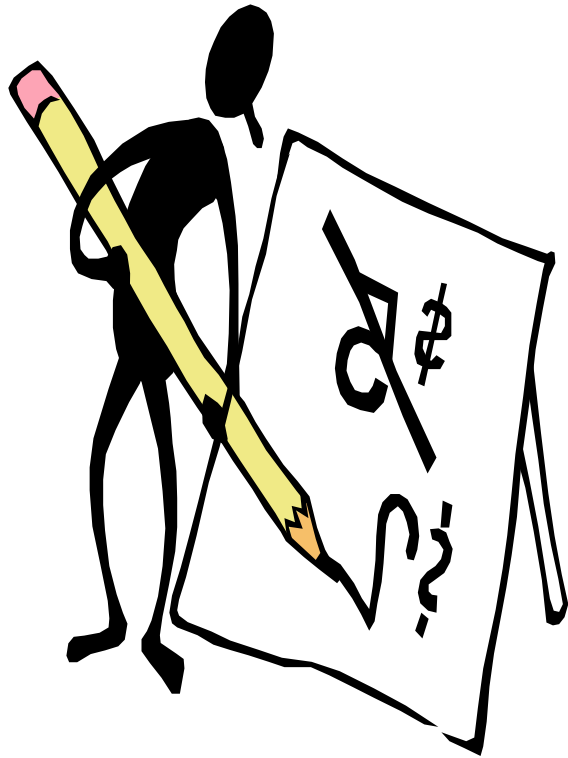 - are there alternatives?

Plan for Project Publicity

- How will your community or target population hear about it?
  - Newspaper?
  - Radio?
  - Website?
  - Webcasts?
  - Social media?

- Must give IMLS credit!

Questions?

The Budget

Do the Math!!

Budget Basics

- Whole dollars only
- For costs during the grant timeframe
- 10 % match required (in-kind, cash or mix)
  - Lost revenue – not allowed
- Allowable costs – see http://nsla.nv.gov/Development/LSTA_2017/
- Two parts to the budget
  - the budget form/grid
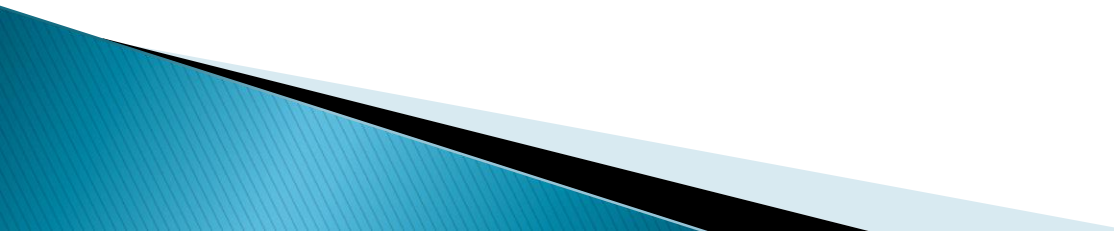 - the budget narrative – the specifics for the figures in the grid

Budget Categories

- Salaries
- Travel
- Equipment – $5,000+
- Equipment/Property
- Contractual Services
- Library Materials
- Other

Budget

- Reminder: LSTA will not cover any food or entertainment costs
- Fixed assets are not allowable
- Round all numbers to the nearest dollar
- See chart of allowable/unallowable costs

- http://nsla.nv.gov/Development/LSTA_2017/
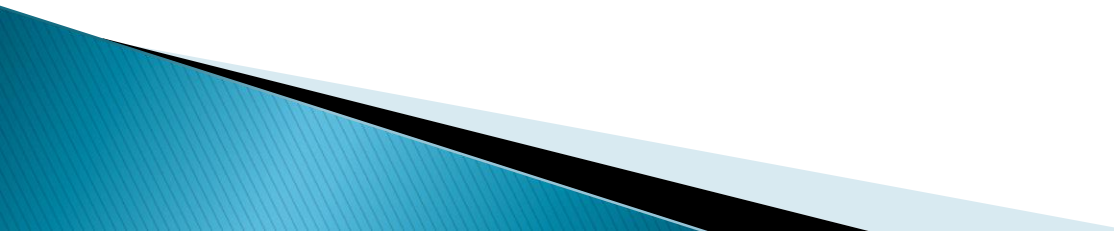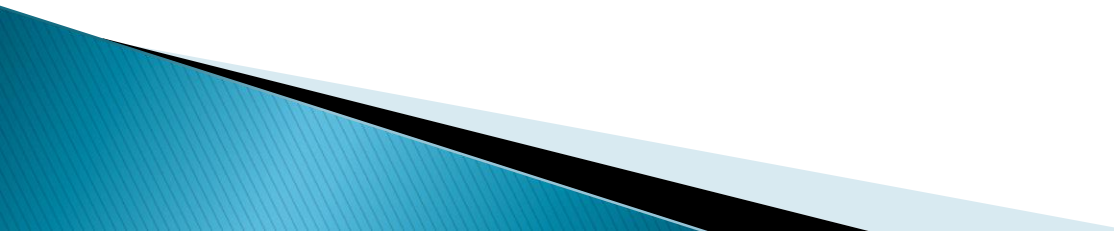
Questions?

CIPA

The Children's' Internet Protection Act went into effect on April 20, 2001 & is a requirement . If you're requesting LSTA money for any internet services, CIPA certification is required.
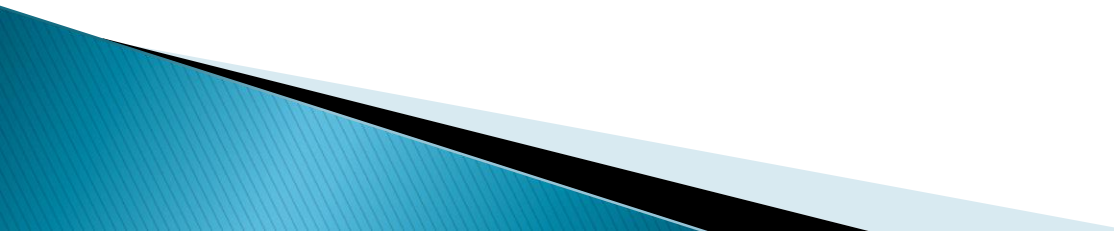
CIPA requires both an Internet Safety Policy and technology which blocks or filters certain material from being accessed through the Internet. The U.S Supreme Court re-instated the Internet filtering requirement for public libraries in June, 2003.

CIPA applies to:

- LSTA
- Public libraries
- Public K–12 school libraries
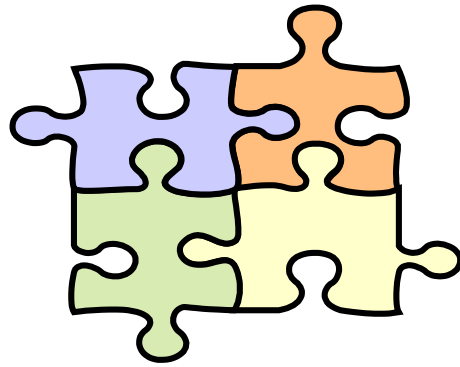- Consortium that includes public K–12 schools library or public library.

CIPA applies to:

- LSTA
- Public libraries
- Public K-12 school libraries
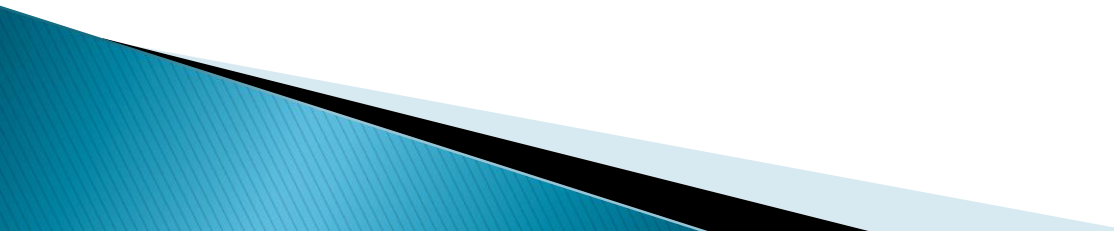- Consortium that includes public K-12 schools library or public library.

And if..

- You are requesting LSTA funds for:
  - Internet Service
  - New computer(s) to access the Internet

- Then you must comply with CIPA
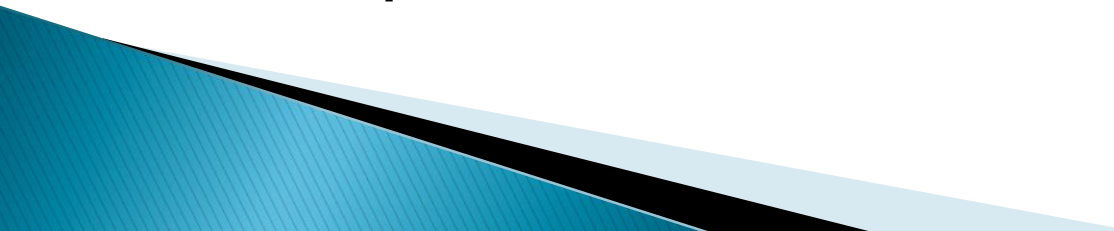
Parts of the Application

The Title

- It's how the project will be known
  ○ State and Federal
- It should convey what the project is about
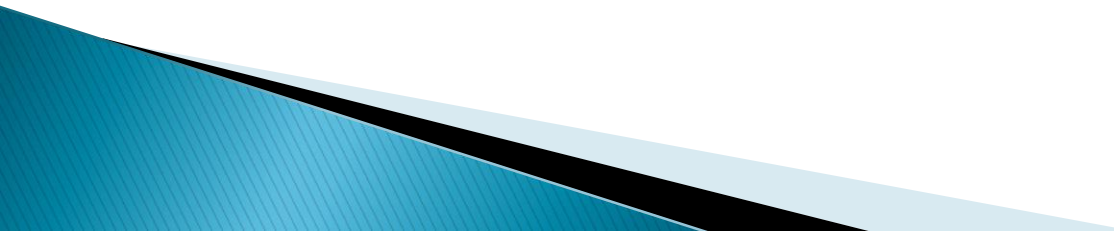- Memorable, clever – not too cutesy
- Concise as possible

LSTA Examples

- The Heart of the Matter: Improving Health Information Access

- Building a Community of Emergent Readers

- Serving Seniors with Special Needs

- Ready to Read with Books2Go

Abstract

- Should be able to stand alone
  - It's the focus of the reviewers
- Publishable quality
  - It will be! (SPR, FFATA)
- Clear and concise
- Do not exceed space limit
- Cover key elements in order
- Tip = write after draft application is complete

Recap of Application

- Need
- Target Population & Benefit(s)
- LSTA and local plans
- Implementation
- Evaluation
- Budget

Letters

- Advocates for the project
- Who they are
- Why it's a good idea
- How they are connected to you

- From partners
- From target audience
- What they will contribute, or
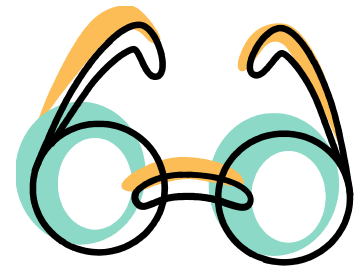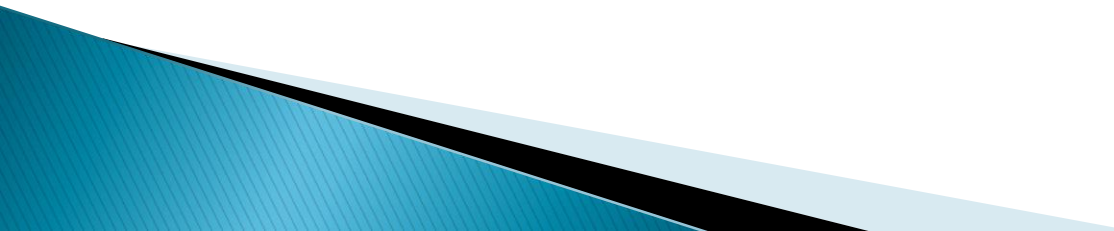- How they will participate

Support

Commitment

Questions?

Reviewer Friendly Grant

Readability
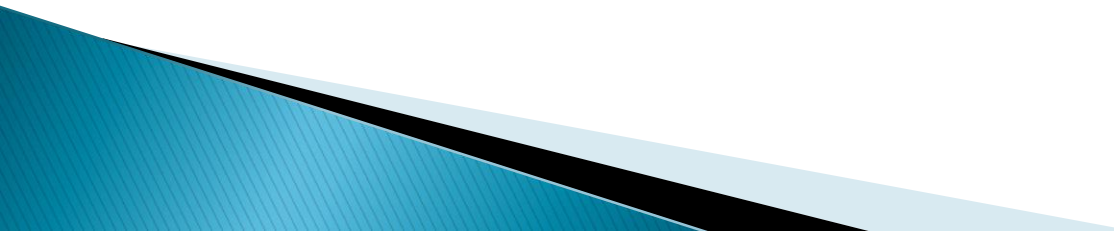
- Easily scanned
- Use bulleted items
- Avoid a full page of solid text, if possible
  - White space – visual breather
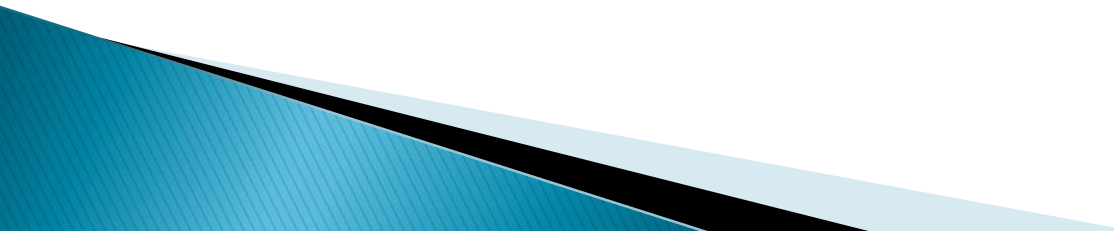- Options: headings, subheadings, bolding or underline (no italics)

Clear Writing Techniques

- Assume reviewers don't know product or programs – explain!
- Should flow smoothly from idea to idea
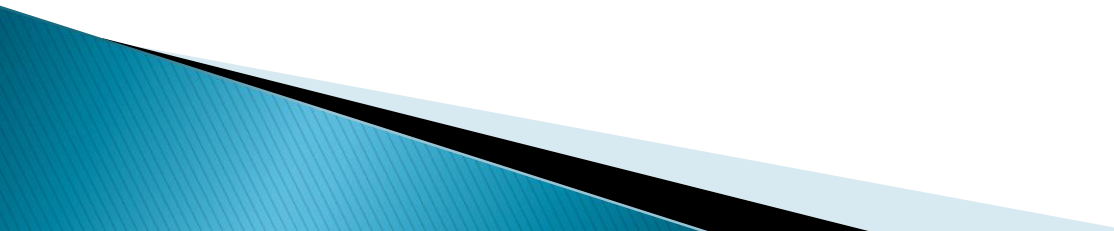- Proof reader to review
- Make sure reviewers don't have questions

A Well Rounded Project:

▸ Will have:
- ◦ Clearly defined need
- ◦ <u>One</u> or two outcomes
- ◦ A well-developed action plan
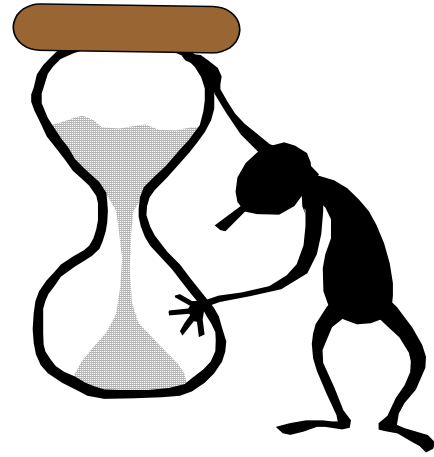- ◦ Actions related to the outcomes
- ◦ A means to determine success

Grant writing

- Play by the rules!
  - Read the 'Instructions' and LSTA Plan before writing
  - Follow the guidelines
  - Check out the evaluation or scoring elements

Grants are written to:

- Address an important need, opportunity, question or idea
- Be user oriented
- Persuade the reviewers
- Convince them to commit $$ to your project

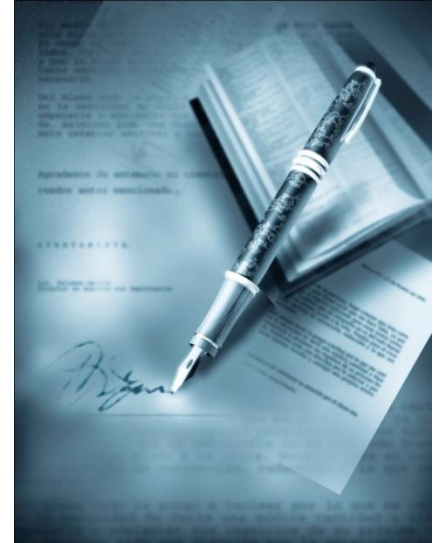# Submit Your Grant

Who Signs on the Line?

▸ Can you sign your own application as the "authorizing signatory"?
  ◦ Maybe yes, Maybe no

▸ You are responsible to get the appropriate signatures required by your institution.

Getting it to NSLA

- Mailing the Application:
  - One app with original signatures
  - Postmarked – Monday November 21st
- Electronic as .pdf template:
  - E-mail app to nslaprlsta@admin.nv.gov
  - Rec'd 5:00 pm – Monday November 21st
- Both are Required!

Review of applications

- NSLAPR Internal Review of Applications
  - Completeness
  - Budget information
  - Compliance

- Review complete by Monday November 28th
- Update/Revision due Monday December 12th
- Applications to SCLL Wednesday December 21st
- SCLL Meeting Wed/Thurs January 25th & 26th

Contact Info

- Donna Alexander, LSTA Coordinator
- dalexander@admin.nv.gov
- 775.684.3407

- Tammy Westergard, NSLAPR Asst. Administrator
- twestergard@admin.nv.gov
- 775.684.3306

- Sulin Jones, LSTA Administrative Assistant
- sulinjones@admin.nv.gov
- 775.684.3340

- *OR*: nslaprlsta@ admin.nv.gov

Giving Credit

This workshop is supported with Library Services and Technology Act (LSTA) funds and is brought to you by:

Questions?